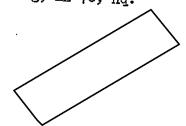
Distributed to All ARO's at Meeting on 2/6/63 at 1E-78, Hq. Approved For Release 2005/08/03: CIA-RDP70-00211R000500040125-3

THIS IS AN OUTLING OF HOW ONE PERCORDS MANAGEMENT OFFICER REPORCE

	PROGRESS TO HIS SUPERIORS
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	Summary of Semi-Annual Records Management Progress Report
I.	MAJOR SURVEYS COMPLETED
	1. Copy Machines
	2. Mail Management
II.	Records Creation Controlled
	1. Controlled actions on Forms
	2. Assistedoffices on Specialty Forms problems
III.	Tilea Maintenance Service
	Equipment -
	Evaluated requests for safes;
	Approved Costing dollars; Disapproved Costing dollars
	LA SEL LOVENA COMMENTAL OF THE CONTROL OF THE CONTR
	2. Systems -
	Assistedoffices in establishing new system.
IV.	Records Disposal -
	1. office(s) destroyed cubic feet.
	2. office(r) transferred cubic feet to Center.
٧.	Vital Records
	1. Assistedoffice(s) to revise achedule
	2. All offices making current deposits except
VI,	Other -
	1. ettended Interagency Records Administration Conference

2/6/63

A copy of the 2 attached bits of information were distributed today at an ARO Meeting, 1E-78, Hq.



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